

Merced Superior Court

627 W. 21st Street
Merced, CA 95340
(209) 725-4100

445 "I" Street
Los Banos, CA 93635
(209) 725-4124

Record/Search/Copy Requests
GC 70627(c) records or files

The fee for a search of records or files conducted by a court employee that requires more than 10 minutes is fifteen dollars (\$15) for each search.

- All requests received in the mail must be accompanied by a check with the amount left blank and include a note "not to exceed a dollar amount" on the check. Example: "Not to exceed \$20.00"
- All requests must include a self-addressed-stamped envelope.
- All copies are \$.50 per page, pursuant to GC 70627(a).
- All certified copies are \$25.00 pursuant to section GC 70626(a)(4).
- Off-site retrieval of files/documents is \$15.00 pursuant to CRC 10.815(13)/GC70631.
- Complete one form for each search requested.

Requestor's Name _____ **Phone Number** _____

Mailing Address _____

Please provide us as much information you have in order to assist us with your search:

Please indicate which case type you are requesting to be searched. A separate request and payment must be submitted for each type research request.

☐ Civil ☐ Criminal ☐ Family Law ☐ Small Claims ☐ Traffic ☐ Unknown

Name: _____ Court Location: ☐ Merced ☐ Los Banos
(enter the name you wish to be searched)

AKA'S: _____ Maiden Name: _____

Date of Birth: _____ Driver's License: _____ Case Number: _____
(if known)

Criminal & Traffic Matters

Violation/Charge: _____ Violation Date: _____

Approximate filing date(s): _____

Information requested

☐ Copies – Please specify which document(s) you are requesting

☐ Certified Copies – Please specify which document(s) you are requesting to be certified:

☐ Sentencing Information

☐ Copies for the US Citizenship and Immigration Service

☐ Other _____

Files pulled for viewing will be held for 10 days from notification. After 10 days, the files will be returned to archive and a new search and off-site retrieval fee will be required.